



Clark County Building Department

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Division:	Building Department	Policy & Procedure:	DEPT-PP-229
Subject:	Telecommuting Program	Effective Date:	10/25/2021
Code:	N/A	Revised Date:	NEW

PURPOSE:

The purpose of this document is to outline the parameters that an employee may participate in Clark County's Employee Telecommuting Program (ETP) where the employee performs the duties and responsibilities of their position and other authorized activities from a designated alternate work duty station (DAWDS). For certain job classifications, as identified by the Department Head, the ETP may be comprised of a combination of work performed at the DAWDS and regular workstation.

PARTICIPATION:

An employee's participation is voluntary unless required to meet the needs of the County. Those who participate, shall be referenced as "Participants", herein. To ensure operational needs are met at all times, a minimum of half the employees from each work group will be required to be scheduled to work in the office on every workday. Employees who are not able to work remotely on their own, as determined by their supervisor, will not be able to participate in this program. This program is not available for Field Inspectors in Engineering or Building & Fire Prevention. This program is also not available to employees on probation or qualifying status.

Supervisors will not be approved to participate in the ETP except under special circumstances as shall be determined by the Division and Department Head based on operational needs. The telecommuting program may not be extended to management unit employees (MPlan), no exceptions are permitted.

Employees must initially apply in accordance with Clark County Personnel Directive No: 05 and submit all the requisite forms.

Employees are required to apply to renew their participation annually. Participation in the ETP will expire at the time of the employee's next anniversary date. If the employee elects to continue participation in the ETP, the employee will complete an Employee Telecommuting Program Renewal Application and submit it to their immediate supervisor prior to their employment anniversary date for consideration. The supervisor will forward their recommendation regarding the renewal request to the Division and Department Head for final determination.

The Department Head reserves the right to cancel the participation in the ETP, in part or whole, for any reason.

WORK SCHEDULES:

Participants in this program shall work their normal work schedule from their permanent residence. Participants will be required to work at least two days of the work week in the office. When telecommuting, non-FSLA exempt Participants will be required to clock-in at the start and end of their normal work shift using Webtime or Teletime. Non-FSLA exempt employee are not authorized to work outside of their normal work hours without preapproval from their supervisor. Working outside the normal work hours without

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approval constitutes unauthorized overtime and may result in disciplinary action.

The selection of the specific days Participants will be allowed to telecommute, will be determined by work assignment and Seniority, as defined in their respective collective bargaining agreements and merit personnel system. If seniority is not defined by other means, it shall be determined by length of continuous service with Clark County.

Participants may be asked to temporarily work in the office on their normal telecommute day to meet operational needs as determined by Participant's supervisor. While every effort will be given to provide the employee with advanced notice when being required to reporting to the office. On a normal telecommuting day is required, it cannot be guaranteed. The Participant is expected to immediately report to the building. If the Participant declines to return to the office to work, he/she may be subject to discipline and further occurrences will result in the Participant's termination from the ETP. Refusal to return to the office when asked due to operational needs may result in cancellation of the ETP for that employee. Frequent or regular absences from work, whether scheduled or unscheduled, on the Participants regularly schedule day to work in the office may result in cancellation of the ETP for that employee.

PROGRAM PARAMETERS:

The employee identified is approved to work only from their Alternate Work Duty Station (AWDS) which is to be their home address as identified in their personnel record in SAP. No exceptions may be made to this designation by allowing an employee to work at another location. If the employee is unable to work from their AWDS, they must return to their official work duty station.

Participants may be issued either a desktop computer or a laptop with video capability to utilize while telecommuting. Participants may utilize their personal equipment so long as the equipment meets the requirements as outlined in the County's ETP documents. Employee may be required to answer all virtual calls with video enabled.

Telecommuting participants are expected to perform their assigned tasks, as if they were in the office. It is expected that the participant's performance productivity shall meet or exceed the established performance productivity goals in the office as determined by current and historic reports and/or by any other means the supervisor utilizes to track productivity.

In the event of loss or issues with the system connectivity while telecommuting, the Participant shall immediately report the issue to his/her immediate supervisor. If the issue continues for a period of thirty (30) minutes, the Participant is again expected to contact the supervisor, at which time, the Participant may be required to report to the office for the remainder of that workday. If the Participant chooses, with approval from their supervisor, to not report to the office they will be required to utilize their accrued leave, except for sick leave. Leave must be submitted in accordance with the Department's Time and Attendance Policy.

The Participants must follow established time and attendance policies and practices as identified in applicable collective bargaining agreements, department policy, the Merit Personnel System, Clark County Code, the Fair Labor Standards Act as well as all other applicable statutes, regulations, codes, and ordinances. Employees are not to use the telecommuting/remote working in lieu of taking leave due to illness or injury, or when other leave is required. Telecommuting or remote work is not a substitute when an employee has work restrictions due to either an occupational or non-occupational injury/illness, unless otherwise approved by the Office of Diversity. When an employee has an injury, illness, or other responsibilities that impacts their ability to perform their job duties, they are to utilize their accrued leave banks and follow applicable notification methods as identified by the department.

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MEETINGS:

Meetings that occur while a Participant is telecommuting, are to be scheduled virtually through Clark County approved software at the Supervisor's discretion. A virtual or in-person meeting will be held between the Supervisor and the Participant not less than once per monthly to go over work assignments, performance, and departmental needs. Meetings between Participants and their entire work group shall be scheduled as needed at the supervisor's discretion. Failure to attend these meetings could result in termination from the ETP program. Participants may be required to attend in-person meetings at the office on their scheduled telecommuting day.

SUPERVISOR/EMPLOYEE WORK PLAN:

Prior to the beginning of the employee's telecommuting program, the employee and their supervisor will be required to develop and sign a departmental telecommuter work plan stipulating specific work assignments and timelines for completion. This departmental telecommuter work plan shall also include, but is not limited to:

- Work Schedule that the employee and department must follow. The schedule is set and not to be considered flexible.
- Expectations for project deadlines and project submission
- Expectations for participation in meetings (virtual and in-person)
- Time frame expectations for response to email, Teams, phone calls, and/or other forms of communication with supervisors and/or other staff members and/or customers
- Preferred method of communication (i.e., duty questions, requests for leave, emergency notifications, etc.)
- Methodology or criteria that the supervisor will utilize to review the Participant's work plan
- Any additional information that the supervisor believes will be beneficial for the Participant to have

PROGRAM EVALUATION:

Telecommuting agreements must be renewed annually on the employee's anniversary date.

The decision as to the success and continuation of the program will be made on both an individual and a total program basis at the total discretion of the Department Head.

The overall program will be evaluated based on Department overall performance in meeting published service goals, customer satisfaction, employee morale and supervisor satisfaction.

Participants who fail to meet performance expectation and/or have active discipline may be removed from the program.

EXCEPTIONS:

Alternate Work Schedules may be approved at the Department Head's discretion.

DISQUALIFICATION FROM PROGRAM:

An employee may be disqualified from participating in the ETP for any of the following reasons (not all inclusive):

- Pattern of absenteeism on normal office workdays
- Failure to attend or participate in a scheduled, required work meeting
- Consistent failure to meet performance goals
- Violation of one or more of the applicable County policies or protocols including, but not limited to, time and attendance, information security and confidentiality, or alternative workplace safety

OTHER COUNTY POLICIES

Personnel Directive No: TC.0 and all the reference/guiding policies contained within that policy are incorporated by reference into this policy.

